

**SIERRA COUNTY BOARD OF SUPERVISORS'  
AGENDA TRANSMITTAL & RECORD OF PROCEEDINGS**

<b>MEETING DATE:</b>  <b>DEPARTMENT:</b>  <b>PHONE NUMBER:</b>  <b>REQUESTED BY:</b>	<b>TYPE OF AGENDA ITEM:</b> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>REGULAR</span> <span>CONSENT</span> <span>TIMED</span> </div> <hr/> <b>SUPPORTIVE DOCUMENT ATTACHED:</b> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>RESOLUTION</span> <span>MEMO</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>AGREEMENT</span> <span>OTHER _____</span> </div>
<b>AGENDA ITEM:</b>	
<b>BACKGROUND INFORMATION:</b>	
<b>FUNDING SOURCE:</b>  <b>GENERAL FUND IMPACT:</b>	<b>OTHER FUND:</b>  <b>AMOUNT: \$</b>
<b>ARE ADDITIONAL PERSONNEL REQUIRED?</b>  <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>YES</span> <span>NO</span> </div> TYPE OF EMPLOYEE	<b>IS THIS ITEM ALLOCATED IN THE BUDGET?</b>  <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>YES</span> <span>NO</span> </div> <b>IS A BUDGET TRANSFER REQUIRED?</b>  <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>YES</span> <span>NO</span> </div>
<b>SPACE BELOW FOR CLERK'S USE</b>	
<b>BOARD ACTION:</b>  <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>APPROVED</span> <span>APPROVED AS AMENDED</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>ADOPTED</span> <span>ADOPTED AS AMENDED</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>DENIED</span> <span>OTHER</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>NO ACTION TAKEN</span> </div>	<b>SET PUBLIC HEARING FOR:</b> _____ <b>DIRECTION TO:</b> _____ <b>REFERRED TO:</b> _____ <b>CONTINUED TO:</b> _____ <b>AUTHORIZATION GIVEN TO:</b> _____
<b>BOARD VOTE:</b> _____ <b>BY CONSENSUS</b>  AYES:  ABSTAIN:  NOES:  ABSENT:	RESOLUTION 2023- _____ AGREEMENT 2023- _____ ORDINANCE _____
<b>COMMENTS:</b>	

\_\_\_\_\_  
CLERK OF THE BOARD

\_\_\_\_\_  
DATE

# Memorandum

**To:** Sierra County Board of Supervisors

**From:** Lori McGee, Interim Director

**Reference:** Agenda Item

**Date of memo:** May 19, 2023

**Date of Board Meeting:** June 20, 2023

**Requested Action:** Lease Agreement between Janet M. Hamilton, Pamela A. Brandon, and Sierra County for 22 Maiden Lane in Downieville, California.

**Mandated by:**

## Funding

**Budgeted?** Yes ☒ No ☐

<b>Revenue</b>	\$21,676.09	<b>Behavioral Health, Social Services, Public Health</b>
<b>Expenses</b>	\$21,676.09	<b>Behavioral Health, Social Services, Public Health</b>
<b>Difference</b>	0	

**Background Information:** This building currently provides office space for Behavioral Health, Public Health and Social Services at 22 Maiden Lane in Downieville, California. This lease agreement has increased 3% from last year.

**Potential Issues to consider:** None

**Alternatives or Impacts of disapproval:** Office space would not be available in Downieville.

Recording requested by and  
when recorded mail to:  
HEATHER FOSTER  
Sierra County Clerk/Recorder  
Post Office Drawer D  
Downieville, CA 95936

Space Above for Recorder's Use

This Lease Agreement (hereinafter referred to as "Agreement") is made and entered into as of the Effective Date by and between Janet M. Hamilton and Pamela A. Brandon, (hereinafter referred to as "LESSOR"), and the County of Sierra, a political subdivision of the State of California, (hereinafter referred to as "LESSEE").

**Purpose:** LESSOR hereby agrees to lease to LESSEE, upon the terms and conditions and for the rent herein specified, the property herein described ("the Leased Property").

**Leased Property:** That certain property described on Exhibit "A" hereto ("the Leased Premises") commonly known as: 22 Maiden Lane, Downieville, CA, and as more particularly described on Exhibit "A" attached hereto and incorporated herein by this reference.

**Term:** One year with the option  
of automatic renewal

**Number of Square Feet:** 1350  
**Rate/Sq. Ft.:**

**Commencement Date:** July 1, 2023

**Monthly Rent:** \$1,806.34

**Expiration Date:** June 30, 2024

**Total Contract Amount:** \$ 21,676.09

**Notice of:**

This Agreement contains:

- |                                   |  |
|-----------------------------------|--|
| 1. This Facing Page (1 page)      | 3. Supplemental Terms and Conditions (1 page)  |
| 2. Terms and Conditions (5 pages) | 4. Exhibit "A" - Property Description (1 page) |

LESSOR:

LESSEE:

Janet M. Hamilton  
PO Box 422  
Daownieville, CA 95936

Pamela A. Brandon  
PO Box 422  
Downieville, CA 95936

Sierra County Human Services  
Post Office Drawer 7  
Loyalton, CA 96118

By: JANET M. HAMILTON

By: SHARON DRYDEN  
Chair, Board of Supervisors

PAMELA A. BRANDON

APPROVED AS TO FORM:

CONTRACTOR TAXPAYER I.D. NUMBER

DAVID PRENTICE  
COUNTY COUNSEL

ROUTING NUMBER

ATTEST:

ACCOUNT NUMBER

HEATHER FOSTER  
CLERK OF THE BOARD

## **TERMS AND CONDITIONS**

### **1. PROPERTY AND DESCRIPTION**

The Leased Premises are described on Exhibit "A" hereto.

### **2. TERM OF AGREEMENT**

The term of this Agreement as specified on Page 1 shall begin on the Commencement Date and shall automatically renew each year unless terminated by either party. To renew the lease Lessee shall provide written notice of its election to renew the lease to Lessor, on or before June 1<sup>st</sup> of each year.

### **3. RENT PAYMENTS**

LESSEE agrees to pay to LESSOR as rent, the monthly amount as shown on page 1 hereof, payable on the first (1st) day of each successive month. Such amount shall be delinquent if not paid by the tenth (10th) of each successive month. For any rental period of less than a month, the rent shall be prorated on a thirty (30) day basis and such amount paid in addition to that amount due on the first (1st) day of the next succeeding month. On an annual basis, effective with the renewal date of the lease, the monthly rent shown on page 1 shall be adjusted upward by an inflation correction factor of 3%, i.e., the monthly rent for this fiscal year is \$1,806.34, the monthly rent for the year beginning in July of 2024 will be \$1,860.53, and so on.

### **4. INSURANCE COVERAGE**

LESSEE shall provide at its own expense and maintain in full force and effect during the term of this Lease the following "insurance coverage" program for "premises liability", and shall provide coverage for injuries and liability arising from the use of the premises by Lessee, its agents, employees or invitees.

Coverage through the Trindel Insurance Fund whereby the LESSEE is required to maintain with Trindel Insurance Fund a One Hundred Thousand Dollars (\$100,000) self-insured deposit. Coverage in excess of One Hundred Thousand Dollars (\$100,000) is carried through CSAC-EIA with limits of Ten Million Dollars (\$10,000,000). The LESSEE shall be responsible for maintaining such coverage in full force and effect and to name the LESSOR as a covered party to provide coverage for all liability and/or loss arising out of LESSEE'S occupancy and use of the Leased Premises.

### **5. HOLD HARMLESS**

#### **5.1 GENERAL**

LESSEE agrees to release, indemnify and defend LESSOR harmless from and against all liability, cost and expense (including, without limitation, attorneys' fees in addition to costs of suit and judgment) for loss of or damage to any property or loss of the use thereof or for injury to or death of any person when arising or resulting from:

- (a) The use of the premises or the facility or improvements by LESSEE, its agents, employees, or invitees or
- (b) LESSEE'S breach of any provision of this lease.

#### **5.2 ENVIRONMENTAL IMPAIRMENT**

LESSEE shall, at its expense, comply with all applicable laws, regulations, rules and orders, regardless of when they become or became effective, including without limitation those relating to health, safety, noise, environmental protection, waste disposal, and water and air quality, and furnish satisfactory evidence of such compliance to LESSOR upon request.

Should any discharge, leakage, spillage, emission, or pollution of any type occur upon or from the premises, LESSEE, at its expense, shall be obligated to clean the premises to the satisfaction of LESSOR and any governmental

body having jurisdiction thereover, if such event is due to illegal acts by LESSEE or its inappropriate use of the property and/or negligence.

LESSEE agrees to indemnify, hold harmless and defend LESSOR against all liability, cost and expense (including without limitation attorneys' fees) incurred by LESSOR as a result of leakage, spillage, emission or pollution due to LESSEE'S illegal acts or inappropriate use and occupancy, regardless of whether such liability, cost or expense arises during or after this lease is in effect, unless such liability, cost or expense is proximately caused by the active negligence of LESSOR.

**6. UTILITIES AND SECURITY**

LESSEE agrees to pay all utility service charges (including electricity and telephone) on, or assessed against, the premises arising out of LESSEE's use.

**7. LESSOR'S REPRESENTATIONS**

LESSOR warrants that LESSOR has right, title and interest in and to the Leased Premises and has authority to enter into this Agreement; the Leased Premises and appurtenances are and during the term hereof shall remain in good and habitable condition; no suit, proceeding or condition exists or is threatened which would legally or physically prevent or defeat the performance of this Agreement by Lessor.

**8. IMPROVEMENTS AND ALTERATIONS**

Any alteration or improvement to the Leased Property, other than that described on the Supplemental Conditions, shall be made at LESSEE's sole cost and expense. Said improvements may be removed by LESSEE provided that LESSEE restores the area of removal substantially to its condition prior to the subject improvement or modification.

**9. MAINTENANCE**

LESSEE shall, at its expense, keep and maintain the non structural interior of the Leased Premises in good condition and repair and in a neat and safe condition. LESSOR shall be responsible for the repair and maintenance of the mechanical, electrical and plumbing systems in the building. LESSOR shall, at LESSOR's expense, keep and maintain the structure, exterior and grounds of the Leased Premises in good condition and repair and in a neat and safe condition.

**10. USE OF PREMISES**

LESSEE shall use the premises for the purposes as shown on the Facing Page hereof.

**11. TERMINATION OR EXPIRATION**

**11.1 GENERAL**

Termination or expiration of this lease shall not release either party from liability resulting from an event which occurred prior to such termination or expiration. County and LESSOR have the right to terminate this Lease as any time by giving thirty (30) working days written notice to the other party.

**11.2 SURRENDER OF PREMISES**

Upon termination of this lease, LESSEE shall discontinue the use of the facility and, within sixty (60) days, remove the facility and all other personal property of LESSEE from the premises of LESSOR. Property of LESSEE not removed from said premises within sixty (60) days after the termination of this agreement shall become the property of LESSOR after LESSOR shall have given LESSEE written notice of intent to take title to said property, and thirty (30) days shall have elapsed after the giving of such written notice.

### **11.3 NON APPROPRIATION**

LESSEE, as a governmental entity, must annually make budgetary appropriations. In the event that this Agreement extends beyond one (1) fiscal period (ending June 30 of each succeeding year), and no budgetary appropriation is made to provide funds with which to make any payment in such subsequent fiscal period, this Agreement shall automatically terminate upon the adoption of the final budget. LESSEE shall be liable for rents payable up to the date of such adoption.

### **12. DEFAULT**

If either party fails to cure a default within thirty (30) days after written notice is received specifying the event or events of default, the other party shall have the right, without further notice and in addition to any other remedies at law or equity, to terminate this Agreement forthwith.

### **13. INTERPRETATION AND ENFORCEMENT**

**13.1 WAIVER.** A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.

**13.2 ASSIGNMENT.** This Agreement constitutes a personal contract and no party hereto shall assign or transfer this Agreement, or any part thereof, without the prior written consent of the other(s), unless such transfer is otherwise expressly permitted hereby.

**13.3 COMPLETENESS OF INSTRUMENT.** This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made express or implied.

**13.4 SUPERSEDES PRIOR AGREEMENTS.** It is the intention of the parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, or agreements, written or oral, between the parties hereto.

**13.5 ATTORNEY'S FEES.** If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fee, which may be set by the Court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such party may be entitled.

**13.6 CAPTIONS.** The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**13.7 DEFINITIONS.** Unless otherwise provided in this Agreement, or unless the context otherwise requires, the following definitions and rules of construction shall apply herein.

**13.7.1 NUMBER AND GENDER.** In this Agreement, the neuter gender includes the feminine and masculine, and the singular includes the plural, the word "person" includes corporations, partnerships, firms or associations, wherever the context so requires.

**13.7.2 MANDATORY AND PERMISSIVE.** "Shall" and "will" and "agrees" are mandatory. "May" is permissive.

**13.8 TERM INCLUDES EXTENSIONS.** All references to the term of this Agreement or the Agreement Term shall include any extensions of such term.

**13.9 SUCCESSORS AND ASSIGNS.** All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

**13.10 MODIFICATION.** No modification or waiver of any provisions of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given.

**13.11 COUNTERPARTS.** This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

**13.12 OTHER DOCUMENTS.** The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

**13.13 PARTIAL INVALIDITY.** If any term, covenant, condition or provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**13.14 JURISDICTION.** It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a Court of competent jurisdiction in the County of Sierra, State of California.

**13.15 CONTROLLING LAW.** The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

**13.16 INCORPORATION OF EXHIBITS.** All exhibits mentioned herein and attached hereto are specifically incorporated herein by this reference and made a part of this Agreement.

**13.17 TIME IS OF THE ESSENCE.** Time is of the essence of this Agreement and each covenant and term a condition herein.

**13.18 AUTHORITY.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s) or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Further, by entering into this Agreement, neither party hereto shall have breached the terms or conditions of any other contract or agreement to which such party is obligated, which such breach would have a material effect hereon.

**13.19 POSSESSORY INTEREST.** The parties to this Agreement recognize that certain rights to property may create a "possessory interest", as those words are used in the California Revenue and Taxation Code (107). For all purposes of compliance by County with a Section 107.6 of the California Revenue and Taxation Code, this recital shall be deemed full compliance by the County of Sierra. All questions of initial determination of possessory interest and valuation of such interest, if any, shall be the responsibility of the County Assessor and the contracting parties hereto. A taxable possessory interest may be created by this if created; and the party in whom such an interest is vested will be subject to the payment of property taxes levied on such an interest.

**13.20 NOTICES.** All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to "LESSEE": Chairman, Board of Supervisors  
County of Sierra  
Post Office Drawer D  
Downieville, California 95936

With a copy to: County Counsel  
County of Sierra  
Post Office Drawer D  
Downieville, CA 95936

If to "LESSOR": Janet M. Hamilton  
PO Box 422  
Downieville, CA 95936

Pamela A. Brandon  
PO Box 422  
Downieville, CA 95936



**SUPPLEMENTAL TERMS AND CONDITIONS**

(None)

## **EXHIBIT "A"**

### **PROPERTY DESCRIPTION**

A 1350 sq. ft. office space that includes the use of a non-attached 360 sq. ft. storage shed, located at 22 Maiden Lane, in Downieville, CA hereinafter referred to as “leased premises”.